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Personnel

FAMILY MEMBER TRAVEL

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OPR: HQ AFMPC/DPMASC
(Mr Richard Griffith)

Certified by: HQ AFMPC/DPMA
(Col Joseph W. Moran)

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This instruction implements Air Force Policy Directives 24-1, *Personnel Movement*, and 36-30, *Military Entitlements*. It furnishes guidance on the conditions for travel of Air Force personnel and their family members and is used in conjunction with portions of the following: DoD Directives 1315.7, *Military Personnel Assignments* with Change 1, January 9, 1987, and 1327.5, *Leave and Liberty* with Changes 1 and 2, September 24, 1985, and DoD Regulation 4515.13R, *Air Transportation Eligibility* with Change 1, January 1980. It is issued in coordination with Air Force Instruction (AFI) 24-101, *Passenger Movement*, and outlines the functions of the installation commander and mission support squadron as they relate to family member travel entitlements. This publication clarifies the responsibilities of the Military Personnel Flight (MPF) work centers relating to family member travel provisions described in the Joint Federal Travel Regulations (JFTR), volume 1.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The system of records required by this instruction is authorized by title 37, United States Code, chapter 7. Each form subject to AFI 37-132, *Air Force Privacy Act Program* (formerly AFR 12-35), and required by this publication, has a Privacy Act Statement. Refer to the attachment for a glossary of references, abbreviations and acronyms.

SUMMARY OF CHANGES

This is the first publication of AFI 36-3020, superseding AFR 75-8, volume 2, 13 May 1991. It provides guidance on the publication of dependent travel orders and complements AFI 37-128 (formerly AFR 10-7).

1. Headquarters Air Force Military Personnel Center (HQ AFMPC). The Personal Programs Branch (HQ AFMPC/DPMASC) processes applications for dependent travel from a location other than the member's old permanent duty station (PDS) to a location other than the member's new PDS. HQ AFMPC/DPMASC also processes applications for travel of foreign-born spouses to their native country

under the Designated Location Move (DLM) program and dependents remaining overseas (DRO) for more than 60 days after the sponsor's departure.

2. Major Commands (MAJCOM). Approve advance requests for dependent travel within their geographic area of responsibility and dependent travel for a member's follow-on overseas accompanied tour location. They also approve dependent travel to a designated place within their geographic area of responsibility, in conjunction with a member's reassignment to a dependent-restricted location.

3. Installation Commanders. Approve DRO requests for less than 60 days after the member's departure and requests for early return of command sponsored dependents from the overseas area. They also approve extension of transportation time limits. (See **Table 1.** and **Table 6.**)

4. Unit Commanders. Approve consecutive overseas tour (COT) leave travel for command-sponsored dependents. They also interview and assess foreign-born spouse's ability to cope alone during the absence of their sponsor while serving a dependent-restricted tour. Publish dependent travel orders in accordance with **Table 2.**

5. Staff Judge Advocates (SJA). Review requests for early return of dependents from the overseas area in advance of the member's departure.

6. Commanders, Mission Support Squadrons. Review requests for early return of dependents from the overseas area in advance of the member's departure. (See **Table 1.**)

7. Military Personnel Flights (MPF). In order to process DLM and DRO applications (see **Table 3.**) MPFs must:

- 7.1. Obtain the appropriate benefits and entitlements fact sheet, AF Form 1466, **Request for Family Member's Medical and Education Clearance for Travel**, and the member's application and send it to the appropriate approval authority.
- 7.2. Publish dependent travel orders for evacuated dependents in the overseas area.
- 7.3. Determine whether concurrent travel is approved to permit the family to travel with the member.
- 7.4. Approve requests for use of more than two Privately Owned Conveyances (POC) in conjunction with a permanent change of station (PCS). (See **Table 4.**)
- 7.5. Disapprove requests for travel by POC to or from Central and South America.

8. MPF Personnel Relocation Element. Counsels members, or their dependents when members are not available, on dependent travel entitlements; also determines the desired mode of transportation, and processes requests for transportation to traffic management officers who perform actual mode, route, and carrier selection.

- 8.1. Processes transportation requests for travel from other than member's old permanent duty station to other than the member's new permanent duty station to AFMPC.
- 8.2. Processes travel requests to locations reflected in the JFTR, paragraphs U5222C4, U5222D1 B, and D to the MAJCOM Director of Assignments (DPR) or Chief, Personnel Plans and Systems (DPX) having jurisdiction over the area where the dependents wish to reside.

8.3. Processes DLM applications for travel of foreign-born spouses to their native country per the JFTR, paragraph U5222D1C.

8.4. Processes DRO applications under the provisions of the JFTR, paragraphs U9100C3 and U9301B.

8.5. The Exceptional Family Member Program (EFMP) identifies family members having special medical and/or educational needs with an assignment limitation code "Q." See **Table 5.** for processing AF Form 1466.

8.6. DIDI #. The MPF Chief reviews all completed applications prior to forwarding to HQ AFMPC/DPMASC.

9. Forms Prescribed : AF Form 1466, **Request for Family Member's Medical and Education Clearance for Travel**; AF Form 1466A, **Request for Family member Educational Information.**

Table 1. Early Return Of Dependents (ERD) From Outside CONUS.

L I N E	A	B	C
	Type of request	Required information/ documentation	Coordination action
1	ERD due to official situation per JFTR, U5240B	dependents' names, command sponsorship approval, travel destination, justification for request and destination, statement of dependent care responsibilities, and counseling of shipment of household goods (HHG) and Privately Owned Vehicle (POV) shipment.	Send completed application through unit commander to Surgeon General (SG) (EFMP) to Judge Advocate (JA)/Director Personnel, Civilian (DPC)/Housing Flight (DEH)/Chaplain (HC) (as appropriate) to MPF to installation commander or support group commander (if delegated) for approval or disapproval.
2	ERD due to personal situation per JFTR, U5240D		
3	ERD incident to divorce or annulment per JFTR, U5240E		
4	Return of dependents to overseas due to change in custody per JFTR, U5240E8A		

Table 2. Publishing Dependent Travel Orders.

R U L E	A	B
	If dependent travels	then orders are published by (see note)
1	from CONUS to join member at overseas permanent duty station (JFTR, U5222C3)	member's unit of assignment.
2	when a member is officially reported as dead, injured, or absent for a period of more than 29 days in a missing status (JFTR, U5241)	member's unit of assignment or by the installation furnishing casualty assistance.
3	from overseas to CONUS or to an appropriate location outside CONUS in emergency situations (JFTR, U5240B and U5240D)	member's unit of assignment or as prescribed by the overseas MAJCOM.
4	to CONUS, another overseas area, another station in the same overseas area, or to an appropriate location outside CONUS as a result of emergency evacuation of an overseas station or area (JFTR, U6004)	member's unit of assignment, or as prescribed by the overseas major command, or repatriation site.
5	from a location outside CONUS to the nearest appropriate medical facility where adequate medical care is available (JFTR, U5240G)	member's unit of assignment or as prescribed by the overseas major command.

R U L E	A	B
	If dependent travels	then orders are published by (see note)
6	incident to member's alert notice of unit move or member is transferred or assigned to a unit so alerted (JFTR, U5240H)	member's unit of assignment.
7	to an appropriate location when the member is assigned to a dependent-restricted area (JFTR, U5222D)	member's last unit of assignment.
8	from an appropriate location when a member is reassigned from a dependent-restricted tour to an area to which dependent travel is authorized (JFTR, U5222D-4)	member's last unit of assignment.
9	from the member's home of record or place of enlistment outside the United States to the permanent duty station (JFTR, U5215A-1)	member's unit of assignment.
10	from either the member's duty station overseas or the authorized location nearest the dependents when the emergency notification is received to the United States, (including Hawaii, Alaska, Puerto Rico and its possessions) and return, incident to a personal emergency (JFTR, U5244A)	member's unit of assignment or as prescribed by the overseas major command.
11	from locations designated in the JFTR, volume 1 as Funded Environmental and Morale Leave locations (JFTR, U5245)	member's unit of assignment or as prescribed by the overseas unified commander.
12	for transportation of student dependents to and from locations prescribed by the JFTR, U5243A, B & C	member's unit of assignment or as prescribed by the overseas major command.
13	incident to member's court-martial sentence or administrative discharge under other than honorable conditions (JFTR, U5240J)	member's unit of assignment or as prescribed by the overseas major command.
14	incident to convicted personnel awaiting completion of appellate review (JFTR, U5222L)	member's unit of assignment or organization delegated by the major command.
15	outside CONUS under unusual circumstances (JFTR, U5240B, C, D & E)	member's unit of assignment or organization delegated by the overseas major command.

NOTE. See AFI 37-128, *Administrative Orders*, for additional guidance.

Table 3. DLM And DRO Requests.

L I N E	A Type of request	B Required information/ documentation	C Unit commander action
1	DLM per JFTR, U5222D1C	dependents' names, overseas travel destination (city, country), spouse's birth certificate or family census register, marriage certificate, resident alien card, date spouse entered CONUS, spouse's employment history, spouse's ability to drive, spouse's English language ability, base housing office retainability statement, benefits and entitlements fact sheet, approved AF Form 1466 (see note 1).	Interview member and spouse, make written assessment of spouse's abilities, including recommendation for approval or disapproval for travel; send complete application to MPF for review and forward to HQ AFMPC/DPMASC.
2	DRO per JFTR, U9100C3 or U9301B1	dependents' names, date dependents accompanied member to current duty station (if dependents were acquired overseas, give date of marriage and date command sponsorship was approved) (if dependents were individually sponsored, give date command sponsorship was approved), reasons for delayed departure of dependents (if for completion of schooling, provide statement as to the earliest date dependents can depart and still receive credit), requested duration of stay and termination date, benefits and entitlements fact sheet, status of dependents' passports and visas.	Indorse application with rationale for approval, send it to the MPF who indorses the application with information regarding the impact on support facilities. The MPF sends completed application to HQ AFMPC/DPMASC, with info copy to MAJCOM/DPR/DPX (see note 2).

NOTES:

1. Members will not receive short tour credit if travel of dependents is approved to the same country as the dependent-restricted tour, but must serve a 24-month tour.
2. Submit message requests if the member has a short-notice assignment.

Table 4. Dependent Travel To Overseas Area And Travel By POC.

L I N E	A	B	C
	Type of request	Required information/ documentation	Coordination action
1	Dependent travel overseas ahead of member	dependents' names, overseas travel destination (city, country), desired arrival date of dependents in the overseas area, reasons for request, approved AF Form 1466, concurrent travel (CCTVL) approval notice (RIP/Msg), benefits/entitlements fact sheets, Tour Election Statement.	Send completed application through unit commander for recommendation, to MPF for indorsement to gaining overseas installation commander for approval or disapproval.
2	Dependent travel to a designated place per JFTR, U5222C3A, 4b or C and U5222D1 B	dependents' names, overseas travel destination (city, state, etc.), reasons for request, benefits and entitlements, fact sheet, tour election statement, AF Form 1466, Assignment Notification RIP.	Send completed application through unit commander for recommendation, to MPF for indorsement to overseas MAJ-COM/DPR/DPX for approval or disapproval.
3	Travel by POC to or from Alaska per JFTR, U5205A2	location and date of departure, date of arrival at destination, dependents' names (if traveling to Alaska) and acknowledgment of counseling per JFTR, U5205A2.	Send to losing MPF for approval or disapproval.
4	Use of more than two POCs in conjunction with PCS, retirement, or separation	dates of departure and/or report not later than date (RNLTD), number of additional POCs (third, etc.), Statement of Understanding of JFTR, U5205A2, justification for request, and for travel to Alaska, include travel authorization.	Send to losing MPF for approval or disapproval.

Table 5. Processing AF Form 1466 (See Notes.).

R U L E	A	B	C
1	If dependent travels from CONUS to join member at overseas permanent duty station	AF Form 1466 is prepared by member at overseas duty station; orderly room makes sure form is complete and	then sent to dependents in CONUS with instructions to contact nearest MPF for assistance.

R U L E	A	B	C
	If	AF Form 1466	then
2	dependent travels overseas with member	is prepared by member at current duty station; orderly room makes sure form is complete, forwarded to losing Military Treatment Facility (MTF) who finds <u>no</u> medical or special educational conditions	sent to member's losing MPF Personnel Relocation Element
		is prepared by member at current duty station; orderly room makes sure form is complete; forwarded to losing MTF who finds medical or special educational conditions	sent to gaining MTF for approval.
3	gaining MTF determines medical or special educational needs can be met	is annotated	sent to gaining MTF (EFMP Office) which retains "AF Form 1466 Package", sends "travel recommended" message to losing MTF/SG and MPF Personnel Relocation Element w/info to MAJCOM/SG.
4	gaining MTF determines medical or special educational needs cannot be met, sends message to losing MTF and Outbound Assignment Unit, and	is annotated	sent to MAJCOM/SG for review.
5	MAJCOM/SG receives disapproved "AF Form 1466 Package" from gaining base MTF and identifies any locations within the MAJCOM that have the required medical or educational capabilities, and	is retained	MAJCOM/SG notifies HQ AFMPC EFMP office of potential assignment locations within the command or that the MAJCOM cannot provide the services for the dependents; gaining MAJCOM/SG files the "AF Form 1466 Package" until notified by HQ AFMPC EFMP office to either forward it to another MTF or destroy it.

NOTES:

1. Do not process an AF Form 1466 for dependents acquired in the vicinity of the member's overseas area.

2. Process the AF Form 1466 through the MAJCOM/SG when the member is being reassigned to Air Force Space Command or PCS destinations without fixed medical facilities.
3. Process AF Form 1466A, **Request for Family Member Educational Information**, if necessary.

Table 6. Dependent Travel Incident To Court-Martial Sentence Or Administrative Discharge Under Other Than Honorable Conditions/Convicted Personnel Awaiting Completion Of Appellate Reviews.

L	A	B	C
I	Type of request	Required information/ documentation	Coordination action
N			
E			
1	Dependent travel incident to court-martial sentence or administrative discharge per JFTR, U5240J	dependents' travel destination, member's home of record, dependents' names, reasons for dependents' travel to requested destination.	Send completed application through unit commander to JA to MPF to installation commander for approval or disapproval.
2	Dependent travel incident to completion of Appellate Review per JFTR, U5222L		

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS*****References***

DoD Directive 1315.7, *Military Personnel Assignments* with Change 1.
DoD Directive 1327.5, *Leave and Liberty* with Changes 1 and 2.
DoD Regulation 4515.13R, *Air Transportation Eligibility* with Change 1.
Title 37, United States Code, Chapter 7

Abbreviations and Acronyms

AFO—Accounting and Finance Office
CCTVL—concurrent travel
CCTVLA RIP—concurrent travel printout
CONUS—continental United States
COT—consecutive overseas tours
DLM—designated location move
DoD—Department of Defense
HHG—household goods
JA—judge advocate
JFTR—Joint Federal Travel Regulations
MAJCOM—major command
MPF—military personnel flight
MTF—medical treatment facility
NONCCTVL—nonconcurrent travel
PCS—permanent change of station
PDS—permanent duty station
POC—privately owned conveyance
POV—privately owned vehicle
PTI TVX—personnel transaction identifier, concurrent travel approval or disapproval
RIP—report on individual personnel
RNLTD—report not later than
SOFA—status of forces agreements
SSN—social security number

TMO—transportation management office

UCMJ—uniform code of military justice

USAF—United States Air Force

U.S.C.—United States Code